

**CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

Thursday, February 10, 2005 at 5:30 p.m.

**Hayward City Hall
777 B Street
Conference Room 2A**

AGENDA

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

APPROVAL OF MINUTES

1. Approval of minutes for regular meeting of January 13, 2005 (Action)

REPORTS

2. City Council Liaison (Information)
3. Lateral Transfer in Library (Information)

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Apparatus Operator, (2003)
 - b) Police Records Clerk II, (2002)
 - c) Senior Library Page, (2003)

Robert M. Macias
Acting Human Resources Director

Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340.

CITY OF HAYWARD
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION

777 "B" Street
Hayward, California 94541-5007

MINUTES

Thursday, January 13, 2005

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, January 13, 2005** at Hayward City Hall, conference room 2A, by Chairperson Kathy Booth. Pledge of Allegiance was led by visitor/guest Tony Johnson.

VISITORS/GUESTS

Tony Johnson

HUMAN RESOURCES DEPARTMENT STAFF

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

CITY COUNCIL

Olden Henson

ABSENT

None

Attendance	Present This Meeting	<u>REGULAR MEETINGS</u>		<u>SPECIAL MEETINGS</u>	
		Present to Date	Absent to Date	Present to Date	Absent to Date
		This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.	This Fiscal Yr.
Kathleen Booth (chair)*	X	6	0	0	0
Freddie M. Davis	X	5	1	0	0
Joyce Dobro (vice-chair)*	X	5	1	0	0
Latricia Earley	X	5	1	0	0
Carol Johnson	X	6	0	0	0
Johnnie Lacy	X	4	2	0	0
Wade Owen Winblad	X	5	1	0	0

X = present, O = absent

*Appointed July 1999

PUBLIC COMMENTS

Commissioner Davis announced the 20th Annual Dr. Martin Luther King, Jr. Birthday Celebration at Centennial Hall on Monday, January 17, 2005 from 6 p.m. to 8 p.m., free admission. A march will take place downtown earlier that same day at 10 a.m. Commissioner Davis also announced the Pepsi-Cola annual scholarship awards of \$10,000 each to be granted to college bound high school seniors. Eligibility requirements mandate California residency and good grades. Please get the word out to applicants, teachers, and school counselors. This achievement by Commissioner Davis, President of the Hayward Chapter of the NAACP, was commended by fellow Commissioners.

APPROVAL OF MINUTES

1. Approval of Minutes for the regular meeting of December 9, 2004; (Action)
Moved to approve Minutes; (Davis/Dobro); (6-0-1)

REPORTS

2. City Council Liaison, Olden Henson, (Information)
Council Member Henson provided a glimpse of the preliminary sales tax revenue through the last quarter. It is up a bit, 3%, however we will still most likely see an overall loss of revenue from the state based upon plans the governor has for property tax and other monies that have traditionally gone to the cities. It appears the upcoming fiscal year budget will be even leaner than Council anticipated. A part of the solution will be to match revenue loss with increased business activity. Council Member Henson shared downtown redevelopment progress, including the theater expected to be done within the next eighteen months. The Cannery Project with hundreds of new homes and a new elementary school is also moving forward. The main boulevard will be named after Dr. Martin Luther King, Jr.
3. 4th Quarter 2004 Affirmative Action Report (Information)
Acting Human Resources Director Robert Macias reviewed the report with the Commissioners. The Commission expressed concern regarding the classification change of two positions in the Library Department. Staff will provide the Commission with additional information regarding the process used in the reassignment of these two positions.

NEW BUSINESS

4. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
 - a) Equipment Manager, (unkn)
 - b) Firefighter (Paramedic), (2003)
 - c) Police Lieutenant, (2003)

Moved to approve New Eligible Registers: (Winblad/Earley); (7-0-0)
5. Extension of Eligible Register, (Action)
 - a) Lead Library Assistant (2nd extension, 6 months)
 - b) Senior Customer Account clerk, (2nd extension, 6 months)
 - c) Utilities Operations and Maintenance Manager, (1st extension, 6 months)
 - d) WPCF Operations and Maintenance Manager, (1st extension, 6 months)

Moved to approved Extension of Eligible Registers: (Earley/Johnson); (7-0-0)

There being no further business, the meeting was adjourned at 6:37 p.m.

The next regularly held meeting will be Thursday, February 10, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.

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